

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 31, 2012**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:35 PM at the Lincoln Public Library.

PRESENT:

Trustee Denise Blais, Merle Krueger, and Trustees Wil Postle (5:48 pm), and Chairwoman Karen Quinn were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

Treasurer Diane Walsh

APPROVAL OF MINUTES:

The Minutes of the November 29, 2011 meeting were reviewed. A motion to accept the Minutes was made by Trustee Blais and seconded by Trustee Krueger. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town, a meeting with the Architect and with the Library

Building Committee. During November zero computer classes were held, two children's programs were held, zero story times, zero teen programs and two adult programs took place. Ms. Boragine indicated that items added to the collection in November were 576 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 15,807 items. A total of 61 new patrons were given library cards.

Loaned 3,821 items out to other libraries and borrowed 1,602 items. The in-house computer usage was 2,040. The Library web pages were accessed 137,662 times. The online database usage was 870. Overdrive usage was 316 and includes Audio, Disney, E-Books and E-Books usage was 22. During December zero computer classes were held, two children's programs were held, zero story times, four teen programs and four adult programs took place. Ms. Boragine indicated that items added to the collection in October were 847 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14,409 items. A total of 47 new patrons were given library cards. Loaned 3,047 items out to other libraries and borrowed 1,577 items. The in-house computer usage was 1,983. The Library web pages were accessed 141,450 times. The online database usage was 641. Overdrive usage was 385 and includes Audio 92, Disney 3, E-Books 291 and E-Books usage was 26.

A motion to accept the Director's report was made by Trustee Krueger and seconded by Trustee Blais. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- **Fines: \$3,741.22**
- **Champlin Account: \$213,675.51**
- **Trustees Account: \$112,747.50**
- **Checking Account: \$349.34**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,174.10**

Trustee Blais inquired if the overdraft fee had been reversed by the bank and Ms, Boragine indicated that the fee had been reversed.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Blais. Motion seconded by Trustee Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Trustee Krueger discussed the meeting that was held with the Capital Development Committee. A meeting with the Architects had been postponed. Preliminary sketches were on hand to review. There were a few Library Patrons who were on hand that reviewed the sketches and asked questions about the addition. A discussion was held regarding the space to the front of the Library and the need to be

looking 15-20 years down the road and that additional parking spaces may be added. Ms. Boragine indicated that the interaction with the board and committee was very good. Trustee Blais asked if we are on target with our budget and Trustee Krueger did indicate that there are issues that will need to be addressed (sprinklers/fire safety issues). Chairwoman Quinn was concerned about the Budget Boards inquiry about the money that the board will be adding to the renovation project and wants taxpayers aware that any monies that the Trustees have saved in their account is to be used toward an addition in the future. Trustee Krueger felt that any concerns the Budget Board may have expressed have been addressed.

Ms. Boragine emailed Job Description of Assistant Director out to the Board for review prior to the meeting so that a discussion could be held regarding them. Chairwoman Quinn asked about the responsibilities of increasing technology experience within the job descriptions. Ms. Boragine indicated that the job descriptions did have the additional responsibility added to them. The open position is a non-union position and Ms. Boragine indicated that there are qualified internal candidates who she was hopeful that they apply for the position. Ms. Boragine hoped to post the position immediately. The new job description was approved unanimously by the board; a motion was made by Trustee Postle and seconded by Trustee Krueger.

NEW BUSINESS:

The Technology Plan was presented to the trustees. Chairwoman Quinn was very pleased with the Library's website. Ms. Boragine indicated that she did plan on reviewing the website to see if it could be made more user-friendly. She believes that by adding icons that patrons could just click on and jump to the areas they are looking for might be easier for patrons. The technology plan was approved unanimously by the board; a motion was made by Trustee Postle and seconded by Trustee Blais.

Ms. Boragine indicated that there is a part-time technology position available. It is a 15 hour/week non-union position. This position is really responsible for the networking of the computers. Trustee Blais questioned the skills needed for this position and the flexibility of the work schedule. Ms. Boragine indicated that she would be flexible with the hours as they currently are flexible and she also indicated that many of the network updating that is down is performed through and by the consortium.

The monthly newsletters and calendars have been sent out and distributed to patrons.

PUBLIC COMMENT:

Joseph McPhee/Caleb McPhee: Mr. McPhee questioned the board

about the addition. He wanted to know if the scope of the budget is going to cover what is budgeted and if any unexpected or unforeseen costs have been budgeted for. The board indicated that the RFP is very clear with the amount of money that is projected and that they will work closely with the architect on the project.

Marc Dube: Mr. Dube questioned the role that Trustees have with the Friends of the Library. He expressed his concerns with what he was told about fundraising by the Friends and has since resigned. Ms. Boragine explained that they are a separate organization and that the Library Board does not have any control over the Friends. She has had several conversations with the chairperson recently. She also indicated that they are looking for new members. There are approximately 75 members of the Friends and that their next meeting is March 7th. Trustee Blais & Postle suggested that for the next Library Board Meeting an invitation should be sent to the Friends and ask for their attendance to discuss what their intent is on fundraising for the new addition. It was also suggested that a Library Board member attend their annual meeting as well. Ms. Boragine has spoken with the Friends of the Library about emailing members, doing a Library Lover's month, selling hearts, t-shirts, towels, and wooden ornaments. Trustee Krueger suggested that once the library addition is started that the board should probably do a presentation to the Friends group to increase awareness of the Library's needs.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Chairwoman Quinn to adjourn the meeting at 6:42 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary